UNITED NATIONS **ST**

Secretariat

ST/IC/1993/59
25 October 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: 1994 COMPETITIVE EXAMINATION FOR FRENCH LANGUAGE TEACHERS

1. A competitive examination for the recruitment of French language teachers will be held on 17 February 1994 at United Nations Headquarters in New York. The purpose of this examination is to establish a roster from which future vacancies for French language teachers in the French programme of the Training Service (Office of Human Resources Management) at Headquarters will be filled.

2. The examination is open to staff members of the Secretariat (General Service and related categories) working at Headquarters and to other qualified persons, including French teachers who are working part-time at Headquarters. Part-time teachers at Headquarters, staff members from subsidiary organs of the United Nations and those working for a United Nations body, fund or specific programme or assigned to special missions are considered outside candidates for the purpose of this examination.

3. Staff members of the Secretariat applying for the examination must:

(a) Have French as their main language; 1/

(b) Hold a university diploma at the maîtrise level in applied linguistics, linguistics, language teaching, languages or similar field;

(c) Have at least five years' experience in teaching French as a second language or foreign language to adults, preferably in a professional setting;

(d) Have a good knowledge of English. Knowledge of other official languages would be desirable. The Board of Examiners, appointed by the Director of Personnel, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course

must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses must substantiate their claims to knowledge of those languages by attaching to their application a photocopy (not the original) of either a diploma or a certificate from a language school or a brief explanation of how they acquired knowledge of those languages;

(e) Be acquainted with data processing and word processing.

4. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

5. The written examination will consist of the following two papers:

Paper 1. Brief discussions of language teaching, preparation of teaching material and knowledge of the French language (one and three-quarter hours);

Paper 2. Several practical problems and a lesson plan (one and a half hours).

The use of reference material is NOT permitted during the examination.

6. On the basis of the results obtained in written examination, the Board of Examiners will invite selected candidates to the second phase of the examination, which will, in principle, take place four to six weeks after the written papers and will consist of the candidates' teaching a class before the Board of Examiners. The Board of Examiners will review their observations and discuss them with each of the candidates. The Board will then interview each candidate to assess general culture, professional experience, knowledge of the United Nations and ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered a teaching assignment.

7. On the basis of the overall results of the examination, the Board will recommend to the Director of Personnel the names of candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

8. Full-time French teachers with the United Nations must teach an average of 15 course hours per week and devote an equivalent number of work-hours (an average of 15) to course preparation and correcting students' work. In addition, every full-time French teacher is assigned six hours of teaching-related work per week. This work involves tasks such as the drafting and updating of teaching materials and quarterly examinations, the preparation, administration and evaluation of language proficiency examinations, the design of specialized courses and communication courses, consultations with students and participation in meetings and seminars.

9. For additional information on the salary scales for language teachers at Headquarters, please consult Information Circular ST/IC/1992/52 of 20 September 1993.

10. Staff members who wish to apply for the examination should complete the attached form and submit it, NOT LATER THAN 30 NOVEMBER 1993, to:

Competitive Examination for French Language Teachers
General Service Staffing Section
Room DC1-0200
United Nations Secretariat
New York, N.Y. 10017

Notes

1/ "Main language" should be understood to be the language in which the candidate is best able to teach. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

APPLICATION

COMPETITIVE EXAMINATION FOR FRENCH LANGUAGE TEACHERS

INDEX NO. 1/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ _____ Expiration date: _____

Department/Office 2/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

(If yes, which examination(s)): _____

What is your main language? 3/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages 4/

Language(s)	United Nations language programme (Indicate highest level and date)	Other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

	Read		Understand		Speak		Write	
Language	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. University diploma(s) or equivalent qualification 5/

Name of institution (Place and country)	Language of instruction	Attended from/to month/year	Attended from/to month/year	Diploma or equivalent qualification 5/	Main field of study

D. Describe (giving dates and duration) your professional experience as regards the teaching of French, and word processing and data processing.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____

Signature: _____

Notes

1/ Appears normally on your monthly salary statement and Personnel Action (P.5) forms. If not, please contact your Personnel Officer to obtain the number.

2/ E.g., Office of General Services, Division of Science, Technology, Energy, the Environment and Natural Resources, Office of Human Resources Management, etc.

3/ "Main language" should be understood to be the language in which the candidate is best able to teach. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

4/ Candidates claiming knowledge of other official languages must substantiate their claims in accordance with the provisions of paragraph 3 (d) above.

5/ Give exact name in the original language. Do not translate or equate. Attach copy of university diplomas.